

Get Recognized! Designate Your Facility a Federal Energy Saver Showcase

FEMP's Federal Energy Saver Showcase program is new and improved for fiscal year 2003. We're excited to announce some changes to the program that will enhance the recognition of awarded projects. Please read on to learn more about the changes to the program and how to submit a nomination!

New Opportunities for Recognition

As in the past, all recognized showcase facilities will receive a plaque to post at their facility and all projects will be documented in a formal FEMP Showcase booklet. Agencies are eligible to submit more than one showcase designation, but the submitting agency shall select one showcase project to develop into a poster.

To further honor showcase awardees, FEMP is considering recognizing exemplary Showcases at the Federal Energy and Water Management Awards ceremony held in Washington, D.C. This is another excellent opportunity to be recognized for the outstanding energy efficiency work that your agency is undertaking.

Application Requirements

The following showcase application form must be completed and returned to:

Nellie Greer
U.S. Department of Energy
1000 Independence Ave., SW,
Mail Code: EE-2L
Washington, DC 20585

All designation forms must be received by May 16, 2003.

For those of you who have submitted applications in the past, please be advised that there are a few small changes to note in the program this year.

- You are now asked to provide a two- or three-paragraph summary of your project, including all relevant information, as part of the application. This helps us better summarize your project for outreach and recognition materials, should your project be selected.
- We are requiring that all showcase applications be submitted to FEMP along with a high-resolution, print-quality photograph or artist's rendering. Guidance for your photography submittals is included with the showcase application form.
- Please also include with your application a signed photo release form. We cannot publish photography or other images without this signed photo release form. The form is provided with the showcase application.

Agency Task Force Members will submit applications for showcase designation to Nellie Greer at the address noted above.

Showcase Guidelines

FEMP urges agencies to identify and designate their very best projects, so that others may benefit by example. When selecting top projects, please consider the following criteria:

- The project achieves the goals of Executive Order 13123,
- Buildings receive a high level of non-Federal visitors,
- Features of a project are replicable, and
- Visitors can learn from site displays and implement similar projects.

In addition, many outstanding projects will likely be identified by the following:

- Creative financing methods or leveraging of funds,
- Use of a variety of technologies,
- Use of innovative technologies,
- Designation as an Energy Star Building, and/or
- LEED Certification.

Agencies may nominate more than one facility or project for showcase designation, but are encouraged to submit only their best and most successful projects for this award.

For More Information

Questions or information for the Federal Energy Saver Showcase program should be directed to Trina Masepohl at 303-384-7518 or trina_masepohl@nrel.gov.

General questions on the FEMP Awards program should be directed to Nellie Greer at 202-586-7875 or nellie.tibbs-greer@ee.doe.gov.

Federal Energy Saver Showcase | 2003 Designation Form

www.eren.doe.gov/femp/prodtech/successstories.html

Submit by May 16, 2003

Step 1. Tell us about yourself and the facility you're nominating.

Agency: _____
Applicant's Name: _____
Applicant's Title: _____
Mailing Address: _____

City: _____
State: _____
Zip: _____
Phone: _____
Fax: _____
E-mail: _____

Name of the Building Nominated
for Showcase Status: _____

Square Footage: _____

Location/Address: _____

Contact at Facility: _____

Phone: _____

Fax: _____

E-mail: _____

Secondary Contact: _____

Phone: _____

Fax: _____

E-mail: _____

Step 2. Tell us about the project you implemented.

Summarize your project in two or three paragraphs, and include information on location, duration, team work, cost savings, energy and/or water savings, non-energy benefits, outreach/awareness efforts, technology transfer, or any other results that are significant to this project or your agency:

Types of Technologies Used:

Step 3. Estimate project energy savings.

Savings, in kWh/yr (A): _____

Previous Energy Use, in kWh/yr (B): _____

Percent Savings = (A) ÷ (B) x 100 = _____

Step 4. Please provide us with additional information

Please answer the following questions about your nominated Showcase project. Where you answer Yes to a question, please explain further.

		YES	NO																
1.	Did this project involve any sustainable design concepts or strategies? If so, please describe:																		
2.	Does this facility have a LEED rating? If so, what is the rating? (see http://www.usgbc.org for more info)																		
3.	Is this a renewable energy project? If so, what type(s)?																		
	<table border="1"> <thead> <tr> <th>Yes/No</th> <th>Size/Output</th> <th>Yes/No</th> <th>Size/Output</th> </tr> </thead> <tbody> <tr> <td>PV</td> <td></td> <td>Passive Solar</td> <td></td> </tr> <tr> <td>Wind</td> <td></td> <td>Biomass</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Solar Hot Water</td> <td></td> </tr> </tbody> </table>	Yes/No	Size/Output	Yes/No	Size/Output	PV		Passive Solar		Wind		Biomass				Solar Hot Water			
Yes/No	Size/Output	Yes/No	Size/Output																
PV		Passive Solar																	
Wind		Biomass																	
		Solar Hot Water																	
4.	Do you purchase energy from any renewable energy sources? If yes, what percentage of your facility energy consumption comes from renewable energy sources?																		
	Percentage from Renewable Sources:																		
5.	Does this project involve water conservation? If so, what types of water conservation strategies were used?																		
	How much water is saved? (kgal/yr):																		
	How much does your water cost on site? (\$/kgal):																		
6.	Does your project reduce Green House Gas emissions? If so, how much reduction is achieved? (see http://www.eren.doe.gov/femp/resources/countguide.html for more information)																		
	NOx: SOx: CO2:																		
7.	Is this an industrial or laboratory facility?																		
8.	Was this project identified as the result of an energy or water audit or renewable energy screening completed for the site? If so, who provided the audit/screening (i.e. FEMP, or other contractor)?																		

9.	Does this facility receive a large number of nonfederal visitors each year? If yes, approximately how many?		
10.	Do you plan to replicate this project within your agency? If so, briefly describe your replication plan:		
11.	Does this project meet the requirements of the Million Solar Roofs (MSR) Initiative? (see http://www.millionsolarroofs.com)		
12.	Has this facility been labeled as an Energy Star Building? (see http://www.energystar.com/ for more info)		
13.	Was this project funded through an ESPC or Utility Contract?		

Step 5. Provide a print-quality photo of your project/facility.

All showcase nominations must include at least one (1) high resolution photograph or other image for use in print publications. Please see the attached guidance for submitting photography.

Step 6. Return this completed form to Nellie Greer by **May 16, 2003** via mail, or email.

Nellie Greer
U.S. Department of Energy
1000 Independence Ave., SW,
Mail Code: EE-2L
Washington, DC 20585
202-586-7875
nellie.tibbs-greer@ee.doe.gov

For questions about the nomination criteria or process, please contact Trina Masepohl at 303-384-7518 or trina_masepohl@nrel.gov.

Federal Energy Saver Showcase | 2003 Photography Guidance

Photography is a key element of the *Federal Energy Saver Showcase* program. Photographs are used on posters, the Web site, and other materials to encourage wise energy use in the public and private sectors alike. We therefore require a very high standard of photography in order to maintain high print quality.

Please keep the following requirements in mind:

- Each showcase nomination form must include one (1) color and/or black and white photo. This shot should be taken of the exterior of the facility or property, or of the equipment installed. The ideal format for this image is a 35mm or larger color slide or film negative. Digital photography submitted must be 300 dpi at 18"x18". If a print is sent, it should be at least 8"x10".
- Up to four (4) additional images may be submitted. These shots may include close-ups of equipment, personnel at work, personnel with project/equipment, or any other relevant images. These optional photos may be sent electronically. They should be the equivalent of 5"x7" at 300 dpi. If prints are sent, they should be at least 5"x7".
- Generally, digital photography is not of high enough resolution for high-quality print publications. Please send hardcopy, previously processed photographs when available. All hardcopy photography will be returned once we have finished with our publications.
- You may send digital photos as high resolution electronic files. Undeveloped rolls of film may also be sent in protective packaging, along with an indication of the subject(s) on the roll, along with your nomination form.
- You **must** submit a photo release form for any photography or other images you send with your nomination. We will not be able to use any of the images you submit without a completed, signed photo release form on file. The complete photo release form is provided on the following page. All starred (★) sections must be completed.
- If there are any individuals pictured in your photography that are not NREL or DOE employees, we will need signed model release forms from them. See the following page of this application for the model release form.

If you have any questions, please contact Trina Masepohl at 303-384-7518 or trina_masepohl@nrel.gov.

NREL PIX Information and Release Form Photo Sources Outside of NREL

Internal use

PIX #: _____ Date: _____

RELEASE TO NREL

I give the National Renewable Energy Laboratory (NREL) of Golden, Colorado, permission to store the following image(s) in a digital library and use the images in the following applications. Image is defined as photographic print, transparency, slide, negative, or photographic digital file. NREL will give appropriate credit.

★ **List image(s)** (digital file name or description of image)

Release Level

- ☐ **One-time use in nonprofit publication – print and online formats**
(Will be posted in PIX on the Internet and viewable internally at NREL and DOE only.)
Publication title: _____
- ☐ **One-time use in nonprofit publication – print format only**
(Will be posted in PIX on the Internet and viewable internally at NREL and DOE only.)
Publication title: _____
- ☐ **Use in future publications produced by NREL – print and online formats**
(Will be posted in PIX on the Internet and viewable internally at NREL and DOE only.)
- ☐ **Use in future publications produced by NREL – print format only**
(Will be posted in PIX on the Internet and viewable internally at NREL and DOE only.)
- ☒ **Unrestricted use of image – print and online formats**
(Will be posted in PIX and viewable on the World Wide Web)

★ Describe special conditions (if any): _____

I represent and warrant that I have the full right and authority to grant the right herein granted, that all the necessary releases have been procured, and that no one else's permission is required.

★ **Printed name**

★ **Title**

★ **Signature**

★ **Credit** (needed for NREL to give appropriate credit)

Source Information

★ Who to contact for more information (Company name, contact person's name, address, and phone number):

NREL Contact (person making entry): Trina Masepohl, NREL, x7518, MS 2723

Index Information

★ Photo description:

Photo caption: *N/A*

Descriptors (words that might be helpful in searches): *FEMP, 2003 Federal Energy Saver Showcase*

★ Date and place photo was taken (list city, state, country, and/or facility):

★ Names of people pictured (model releases **are** required for people other than NREL, DOE, or other national laboratory people; see attached model release form):

List publication(s) where this photo will be or has been used. Include report numbers: *N/A*



Release for Photography

I hereby give permission to the National Renewable Energy Laboratory to make pictures of me, of my minor child, _____, or of materials or property owned by me and to put the finished pictures to any legitimate use without limitation or reservation. I also hereby waive any right that I may have to inspect or approve the finished product or the use to which it may be applied.

Printed Name: _____

Signature: _____

Address: _____

Photographer: _____